

VEEP ANNUAL REPORT INSTRUCTIONS – 2011

(Updated May 2011)

www.veeponline.org has been updated to better serve our needs and the needs of VEEP Members.

For assistance, contact Keith Boisvert at (804) 698-4225 or keith.boisvert@deq.virginia.gov or Meghann Slattery at (804) 698-4122 or meghann.slattery@deq.virginia.gov

REGISTRATION and ACCESS

New User Registration: If you (personally) have never reported using www.veeponline.org you will have to register. Click on the [register](#) link and fill out the required information. You can then select the facility or facilities that you would like access to. Please only select facilities for which you will be submitting reports.

Returning Users: If you (personally) have used www.veeponline.org previously, your user ID and password should be valid in the new system. You will be able to log in, but you will need to request access to facilities. To request access, log in and click the [request](#) link, select the facility or facilities that you would like access to and click submit. Please only select facilities for which you will be submitting reports.

Requests for Access: Once you request access to a facility DEQ is electronically notified of the request and Meghann or Keith will review the request and grant access if appropriate.

Once you have accessed your report there will be a navigation menu in the upper left of your screen that can be used to quickly access the various sections of the report.

Facility
General Information
Impact Reports
EMS Update
Additional Information
Certify Information

NOTE on navigating in the report. You can move forward and back in the report by using the [Back](#) [Next](#) buttons at the bottom right of the screens or you can jump from section to section in the report by using the menu in the upper left of the screen. When entering data is it important to remember that data will only be saved when the [Next](#) button is used.

FACILITY

Overview Page the Overview page lists the report or reports that you have access to as well as past year reports for these facilities. Click on the [New](#) link to begin updating your report. For example, in 2011 you will be reporting on your environmental efforts during 2010.

The Overview page has three columns (see below) **Facility Name** and **Reporting Year** are self-explanatory. **Status** represents where the report is in the reporting process.

	Facility Name	Reporting Year	Status
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Draft = in progress

Certified = the report has been completed by the reporter, reviewed and certified (submitted)

Approved = the report has been reviewed by DEQ and accepted.

If the report requires more updating it will be reset to 'Draft' and you will be contacted about specific reporting needs.

GENERAL INFORMATION

Once the [New](#) link has been clicked you are taken to the facilities General Information Section. *If your facility has reported in previous years, you will not need to enter this information, although you can update it.*

Facility Name: Is the name of your facility as you would like it to appear on program documents and materials.

Prior Facility Name: If applicable, enter the prior name of the facility reported to VEEP.

Membership Level: Indicate if your facility is an E2, E3, or E4 member.

Facility Contact: Enter the name, phone number, and email of the primary facility contact for VEEP.

Facility EMS Information: Requests some general information about your facility. None of these questions can be left blank. Please use your most accurate estimate or enter '0'.

Facility Permit Numbers: Are entered for you and can't be updated. If you have a discrepancy with the listed permits, please contact Keith Boisvert at (804) 698-4225 or keith.boisvert@deq.virginia.gov or Meghann Slattery at (804) 698-4122 or meghann.slattery@deq.virginia.gov

- **Hazardous Waste:** A facility's hazardous waste EPA ID number is a 12-digit alphanumeric number that starts with the prefix VA, VAD, VAP, or VAR.
- **Solid Waste:** A facility's solid waste permit number begins with either the letters SWP or PBR and is followed by a 3-digit number.
- **Water:** There are several types of water discharge permits. VPDES individual permit numbers begin with VA and are followed by 7 numbers. VPDES general permit numbers begin with VAG or VAR and are followed by 6 numbers. VPA individual permit numbers begin with VPA and are followed by 5 numbers. VPA general permit numbers begin with VPG and are followed by 6 numbers.
- **Groundwater withdrawal:** Ground Water Withdrawal Permits typically start with GW followed by seven digits (although some earlier permits begin with E).
- **Wetlands (VWP):** The individual permits and general permits have the same numbering convention, which the Virginia Marine Resource Commission assigns. An example would be 052534 (the 2-digit year followed by 4 numbers).
- **Toxic Release Inventory:** A TRI number is used in the Toxics Release Inventory (TRI) for Emergency

Planning and Community Right-to-Know Act. It begins with a five digit number followed by a combination of 10 letters, or 10 letters and numbers.

- Air: Air permits do not have a standard numbering convention.
- Facility Registration System: An FRS number identifies facilities, sites or places subject to environmental regulations or of environmental interest). It begins with 1100 followed by 8 digits.
- Other: The names and numbers of any other environmental permits held by the facility.



IMPACT REPORTS

VEEP members are required to commit to report on environmental impacts, and to track impact reductions. These commitments are typically for the term of membership (3 years). Commitments vary by level of membership:

- E2: Must commit to and track reductions for at least one impact
- E3: Must commit to and track reductions for at least two impacts
- E4: Must commit to and track reductions for at least three impacts and report on commitments to sustainable environmental progress and community involvement.

The VEEP Reporting commitments are summarized in the **Impact Reports** section of the report (see menu in upper left of screen). On this page you can delete reporting commitments or add new commitments by using the drop down lists in these boxes:

*Category	*Indicator	*Normalizing Basis
<input type="text"/>	select <input type="text"/>	select <input type="text"/>

A 'Category' is a reporting option. Reporting categories are:

- Air Emissions
- Energy use
- Land use
- Material use
- Product Performance
- Waste
- Water Discharges
- Water Use

An 'Indicator' is a subset of a 'Category'. For example possible 'Indicators for the 'Category of Waste are:

- Hazardous Waste Disposed
- Hazardous Waste Recycled
- Non-Hazardous Waste Disposed
- Non-Hazardous Waste Recycled
- Other Waste

NOTE: See Attachment 1 at the end of the VEEP ANNUAL REPORT INSTRUCTIONS – 2011 for more details on Category and Indicator. Normalizing Basis is further explained in Step 2 below.

The system provides a page for reporting on each Category and Indicator. Each indicator is associated with standard units for reporting purposes.

NOTE that members should not double-count environmental impacts. For example, a member should

not report on both a reduction in on-site energy use and the associated reduction in an air emission, nor should a member report on both reclaimed water use and total water use.

Environmental Impact Reporting Page

VEEP online provides one reporting page per indicator selected. You may choose additional categories and indicators to report on by using the Back button to navigate back to the page where you add indicators. See Attachment 1 for a chart of VEEP environmental results reporting categories and indicators.

Step 1: Additional Information on Indicator (e.g. specific pollutant, process, and/or project)

In the box provided, enter information to further describe the environmental impact addressed. If the impact addresses a subset of the indicator (for example, a specific VOC or air toxin), indicate the subset addressed. If the impact addressed is associated with a specific manufacturing or other process, or if the initiative to address the impact is part of a specific facility project, note that as well. Include any other information on the impact that would help VEEP and the public understand the impact and the facility's efforts to improve environmental performance related to it, including any circumstances that are delaying or preventing progress.

Step 2: Normalizing Basis

"Normalization" provides a way to relate changes such as those in energy or water use or pollution levels to changes in production or some other factor such as sales volume, hours worked, etc. Because of these changes, the actual volumes of waste generated or air emissions released may not tell the real story about efforts to reduce pollution. For example, a facility may have found ways to reduce waste by 10%, but then doubled production, resulting in a major increase in total waste. Normalization can help the numbers show what has actually been accomplished.

The first part of normalizing is to choose a normalizing basis. Choices available in the drop down menu include:

- Number of production hours
- Square footage of facility
- Units of products produced
- Number of employees
- Employee hours worked
- Number of products sold
- Dollar value of products sold

Choose the normalizing basis that best corresponds to the indicator; a facility may use different normalization bases for different indicators. For example, air emissions, discharges to water, and hazardous wastes generated typically have a direct relationship to production; thus, it is best to use a production-related normalizing basis where applicable. Other indicators may not have as direct of a relationship to production, and facilities may thus want to use a different normalizing basis for these indicators. Once a particular basis for normalizing has been selected, it must be used in future reports.

Use the "Normalizing Basis Notes" field to provide any additional detail on the normalizing basis for the

indicator. For example, if you choose "Units of product produced" as the normalizing basis, it would be helpful to specify what the units refer to (e.g., automobiles assembled, circuit boards manufactured). For Frequently Asked Questions related to normalization, see the VEEP Annual Reporting page at www.deq.virginia.gov/veep/reporting.html.

Step 3: Reporting Actual and Normalized Quantities

The VEEP term of membership is for three years; your facility reports on environmental performance for each indicator during every year of membership. Data that you have reported in previous years will be saved in the system and pre-filled in your facility's annual report for next year; neither you nor any other staff member completing next year's report will need to provide past data.

The reporting table includes 4 reporting columns to capture data for the facility's baseline, first year, second year, and third year of reporting.

The reporting table also contain 4 rows an explanation of each row follows :

Actual Quantity: In this row, enter the current measurement of the environmental indicator for the year specified. All measurements should be based on the calendar year. Do not report the difference in performance between this year and the previous year; simply report the current measurement. If a facility is reporting on the amount of non-hazardous waste it recycled. It will enter the total amount in the Actual Quantity row and under the appropriate reporting year.

For first year reporters: In the baseline column, input the baseline year value for each impact selected. The baseline year is the year before your facility was accepted into VEEP or renewed membership. In the Year 1 column, enter performance data for the reporting year (2010 data for reports being submitted in 2011).

Second and third year reporters should enter data for the reporting year in the Year 2 or Year 3 column, respectively.

Normalizing Quantity: Is the actual quantity that a facility is using to normalize. For instance if a facility is normalizing by the number of employees, if during the baseline year they had 15 employees they will enter the number 15. If during the current year the facility has only 12 employees they would enter 12. The website will do the necessary calculations to determine the Normalizing Factor and Normalized Quantity. Reporters will need the normalizing quantity for the baseline year and the reporting year.

Normalizing Factor: A normalizing factor allows for the conversion of the actual quantity to a normalized quantity. Once the Actual Quantity and Normalizing Quantities are entered for the appropriate year or years press the [Calculate](#) button and all of the calculations are done for you and entered in the appropriate reporting blocks.

An example reporting table is presented below for a facility in its first reporting year. The blocks highlighted in yellow need to be filled out by the reporter. The blocks highlighted in green will be filled in when the [Calculate](#) button is used.

	Baseline	Year 1	Year 2	Year 3
Year	2009	2010		
Actual Quantity	180	170		

Normalizing Quantity	15	12		
Normalizing Factor	1.0	0.8		
Normalized Quantity	180	212.5		

Units: There will be a dropdown list below the table corresponding with multiple units to choose from, the website will automatically convert the numbers in the table according to the units selected.

NOTE: Be aware that once you have entered the current year's data that data WILL NOT automatically convert if you change the reporting units. So be sure to choose the reporting unit BEFORE you enter the current years reporting numbers

Step 4: Cost Savings

VEEP is interested in collecting information on cost savings realized from improving environmental performance on reported indicators. Cost savings could include energy, water, or materials use savings; reduced labor, maintenance, or operating cost savings; reduced administrative or compliance costs; or any other cost savings. You must provide a numerical estimate of cost savings, please provide qualitative description of the cost savings in the field provided. If a numerical estimate of cost savings is not available, facilities are also welcome to provide a description of cost savings and use '0' as the numerical value.

EMS UPDATE

EMS Update is a narrative section of the report address questions in the boxes provided. All questions must be addressed to advance in the report.

ADDITIONAL INFORMATION

Additional Information is a narrative section of the report address questions in the boxes provided. All questions must be addressed to advance in the report.

CERTIFY INFORMATION

If all portions of the report have been completed properly the **Certify Report** section will allow the reporter to sign the report electronically. On this page is a link called [printable version](#). This takes you to a PDF version of the report for review. If the report has not been completed properly red error messages will appear at the top of the page indicating areas in the report that need to be fixed.

Attachment 1

VEEP Environmental Results Commitment Categories and Indicators Information

CATEGORY	INDICATOR	UNITS	NOTES
Air Emissions <i>(from facility point sources, mobile sources, and/or on-site electricity generation. Members may not report reduced air emissions from a reduction in purchased electricity.)</i>	Greenhouse Gases (GHGs)	lbs, tons	GHGs include CO ₂ , CH ₄ , N ₂ O, HFCs, PFCs, and SF ₆ .
	Nitrous Oxide (NO _x)	lbs, tons	
	Particulate Matter (PM)	lbs, tons	PM includes PM ₁₀ and PM 2.5.
	Sulfur Dioxide (SO _x)	lbs, tons	
	Toxics	lbs, tons	Toxics include all emissions regulated as hazardous air pollutants (HAPs) or that require TRI reporting.
	Volatile Organic Compounds (VOCs)	lbs, tons	Some VOC emissions are also HAPs. For these emissions, choose the VOC indicator.
	Other Air Emissions	lbs, tons	Use the "other" indicator only if the emission cannot be categorized by one of the indicators provided.
Energy Use	Purchased Electricity	kWh, MWh, MMBtu, Btu	Refers to electricity purchased from a utility.
	On-Site (i.e., natural gas, fuel oil)	kWh, MMBtu, Btu	On-site sources refer to sources combusted on site, and generally include all sources other than purchased electricity.
	Total Energy Use	kWh, MWh, MMBtu, Btu	Use this indicator if you want to report your total energy use, including electricity and all on-site sources.
	Other Energy Use	kWh, MWh, MMBtu, Btu	Use the "other" indicator only if the energy use source or use cannot be categorized by one of the indicators provided.
Water Discharges	Biological Oxygen Demand (BOD)	lbs, tons	Refers to BOD as it is defined as a conventional pollutant regulated by NPDES.
	Chemical Oxygen Demand (COD)	lbs, tons	Refers to COD as it is defined as a non-conventional pollutant regulated by NPDES.
	Nutrients	lbs, tons	Nutrients include nitrogen and phosphorous.
	Sediments	lbs, tons	
	Suspended Solids (TSS)	lbs, tons	Refers to TSS as it is defined as a conventional pollutant regulated by NPDES.
	Toxics	lbs, tons	Toxics include all discharges regulated as toxic by NPDES permitting or that require TRI reporting.
	Other Water Discharges	lbs, tons	Use the "other" indicator only if the water discharge cannot be categorized by one of the indicators provided.

CATEGORY	INDICATOR	UNITS	NOTES
Water Use	Virgin Water Use	gallons	Virgin water use refers to fresh water use.
	Reclaimed/Recycled Water Use	gallons	
	Total Water Use	gallons	Use this indicator to report your total water use, including virgin and reclaimed/recycled water use.
	Other Water Use	gallons	Use the "other" indicator only if water use cannot be categorized by one of the indicators provided.
Waste	Hazardous Waste Disposed	lbs, tons	Hazardous waste disposed refers to all incinerated or landfilled RCRA-regulated wastes or wastes for which TRI reporting is required.
	Hazardous Waste Recycled	lbs, tons	Hazardous waste recycled refers to all RCRA-regulated wastes or wastes for which TRI reporting is required, when the waste is recycled on or off-site.
	Non-hazardous Waste Disposed	lbs, tons	Non-hazardous waste disposed refers to all non-regulated wastes that are incinerated or landfilled.
	Non-hazardous Waste Recycled	lbs, tons	Non-hazardous waste recycled refers to all non-regulated wastes that are recycled on or off-site.
	Other Waste	lbs, tons	Use the "other" indicator only if the waste cannot be categorized by one of the indicators provided.
Material Use	Hazardous Material Use	lbs, tons	Hazardous materials could be considered any materials for which a Material Safety Data Sheet is required in an occupational context, or where the use of the material produces a regulated emission (such as ozone-depleting substances).
	Non-hazardous Material Use	lbs, tons	
	Recycled Material Use	lbs, tons	Recycled materials use refers to the use of materials that have at least some percentage of materials that were previously used by industry or consumers.
	Other Material Use	lbs, tons	Use the "other" indicator only if the material cannot be categorized by one of the indicators provided.

CATEGORY	INDICATOR	UNITS	NOTES
Land Use	Land Preserved	square feet, acres	Land preserved refers to land in its natural state which is aside to preclude development or other non-recreational uses.
	Land Restored	square feet, acres	Land restored refers to non-pristine land that is cleaned up and/or restored to its natural state.
	Other Land Use	square feet, acres	Use the "other" indicator only if the land use cannot be categorized by one of the indicators provided.
Product Performance	Projected Product Lifetime Energy Use	kWh, MWh, MMBtu, Btu	Projected Product Lifetime Energy Use should be calculated by multiplying the product's energy use per hour by the number of hours estimated for the product's lifetime, and then multiplied by the quantity of units produced in the reporting year.
	Projected Product Lifetime Water Use	gallons	Projected Product Lifetime Water Use should be calculated by multiplying the product's water use per hour by the number of hours estimated for the product's lifetime, and then multiplied by the quantity of units produced in the reporting year.
	Projected Product End-of-Life Waste	lbs, tons	Projected Product End-of-Life Waste should be calculated by multiplying the mass of the product that cannot be recycled at end-of-life by the quantity of units produced in the reporting year.
	Packaging Waste	lbs, tons	Packaging waste should be calculated by multiplying the mass of the product packaging that cannot be recycled by the quantity of units produced in the reporting year.
	Product Performance Other	(all Product Performance units)	Use the "other" indicator only if the product cannot be categorized by one of the indicators provided.